



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Health Education Manager

Division of Health and Wellness

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

Within OSSE, the Division of Health and Wellness plays a unique role. We believe that healthy bodies and minds are the foundation of academic success. The division leverages programming, partnerships, policy, and data to remove health barriers to learning so that people of all ages and backgrounds are prepared to succeed in school and in life.

The Health Education Manager supervises the Healthy Schools and Wellness Programs team with the Division of Health and Wellness, and oversees the work and administration of the health and physical education and physical activity aspects of the District of Columbia Healthy Schools Act of 2010 and the District of Columbia Healthy Students Amendment Act of 2018. Additionally, the Health Education Manager is responsible for developing, updating and disseminating program policy; directing program outreach and expansion, assuring training and technical assistance for school health and physical education teachers, conducting required reviews, preparing program reports, complying with record retention requirements, budget analysis and development, and supervision of program specialists assigned to health education programs.

Specific functions of the Health Education Manager include:

- Develop/interpret and execute health and physical education policy and regulations; revising program information and guidance materials; disseminating program guidance materials to participants.
- Lead programmatic strategy and implementation of the Healthy Schools and Wellness Programs team's priorities, to include executing a technical assistance model for school- and community-based providers in delivering high quality health and physical education.
- Provide the full range of supervisory duties over subordinate staff including proving management and guidance, planning unit goals and strategies, establishing work

standards, identifying developmental and training needs, approving leave, and evaluating work performance.

- Brief and advise the Deputy Assistant Superintendent on all matters relating to student health and physical education using expert knowledge of the mission and operating programs related to health and physical education. Trouble-shoots, solves problems, and anticipates issues affecting schools in the development and ongoing operation of health and physical education programs. Provides independent analysis and recommendations on school health and physical education issues.
- Support the relationship between the division and internal and external partner organizations, such as the District of Columbia Public Schools, public charter schools, non-public schools, community-based organizations and child health advocacy groups to ensure compliance with federal and District of Columbia laws, regulations and policies.
- Analyzes and drafts interpretive reports of program statistics, including health and physical education reports, surveillance data and computer generated reports that may reflect and impact on educational needs, identifies health and physical education status trends and indicates possible interventions.
- Submits health and physical education grant applications and reports to federal and local authorities.

Key qualifications for the role include:

- Applicant must possess a Bachelor's degree from an accredited institution in Health Education, Health Education and Physical Education, Physical Education or a similarly related degree and at least 1 year of graduate study in a related field OR an equivalent combination of education, experience and training.
- In addition to the degree requirement, this position requires specialized experience. Specialized experience is experience which is directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Our ideal candidate will also have:

- Four years of specialized experience
- Advanced knowledge of and direct professional experience in child and adolescent health and wellness
- Experience with school and community partnership implementation
- Superior project management skills
- Exceptional interpersonal, verbal and written communication skills

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.